

CITY OF NEWBERG POSITION DESCRIPTION

Class Title:	Senior Librarian	Range:	157
Department:	Library	FLSA Status:	Non-Exempt
Division:	Varies	Date:	July 2015

GENERAL STATEMENT

Performs a variety of routine and complex clerical, technical, administrative, and professional work in the operation of the Library.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Library Director.

SUPERVISION EXERCISED

Exercises supervision over Library Assistants, Librarians and other support staff and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Participates on the Library Management Team in determining policies and best practices for the Library as a City department, as a member of the Library Cooperative, and as a contemporary asset in the larger Library community. Includes brainstorming, problem solving, and future planning for the Library, its staff and its patrons.

Serves as Library Director in the absence of the Director and the Assistant Director.

Administers assigned areas of Library operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Responsible for content modifications and implementing approved digital enhancements within a web-based content management system. Continually monitor the Library's website in a proactive manner to ensure information is current and accurate; provides technical assistance to staff and patrons.

Functions as the technical liaison to the City's IT Department as well as for the Library's Cooperative Service.

Provides professional advice on Library issues to the Director, and makes presentations.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Maintains harmony among workers and resolves grievances; performs or assists support staff in performing duties; addresses errors and complaints.

Remains current, even progressive, by participating in continuing education opportunities related to assignment responsibilities and applies that knowledge as well as shares that knowledge with other Library staff.

Keeps abreast of major selection tools; selects materials; prepares Library purchase orders; catalogs new materials; reviews books, periodicals and collections which are outdated or not used, and recommends removal and disposition.

Assists patrons in the selection of Library materials and reference guidance; professionally handles the confidential information resulting from such interaction.

Oversees inter-Library loans and in-house reference work.

Prepares a variety of reports and promotional materials; maintains necessary operating records.

Administers various special Library activities such as reading programs, story times, workshops and outreach events, etc; provide translational services for the Library and, if applicable, as requested, to other departments of the City.

Participates in a variety of community engagement activities such as preparation of newsletters, social media postings, website maintenance, and speaking before citizen groups, students and other organizations.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for use of Library facilities, setting up tables and chairs for programs and trouble-shooting various pieces of Library technical equipment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

Promotes interest in Library programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before citizens groups, students and other business and civic organizations.

Answers letters of inquiry and talks with patrons; addresses public and civic organizations which will inform the public of Library policies, procedures and the availability of facilities for public use.

Serves on CCRLS committees and professional organizations at state and national levels as assigned.

Serves as a member of various City employee committees as assigned.

Assists staff in the performance of their duties as required.

TEAM SPECIFIC ESSENTIAL DUTIES AND RESPONSIBILITIES

Teen Services:

Supports and enhances local teen development as readers, learners and community members by planning and executing developmentally appropriate programs, collection development and promotion, outreach services, and applicable community collaboration and/or partnerships.

Technical Services:

Supports Library staff, as well as contributes higher level skills to the process of cataloging the entire Library material collection.

QUALIFICATIONS**Education and Experience:**

Graduation from a college or university with a Master's degree in Library Science, and three (3) years experience in public library operations. Bi-lingual in English and Spanish is preferred.

Special Requirements:

Possession of, or ability to obtain by date of hire, a valid state driver's license.

Must successfully pass a criminal history background check, including review of driving record.

Must be able to pass the department's security clearance standards for unescorted access to certain City facilities.

Knowledge, Skills & Abilities:

- Thorough knowledge of Library collection classification and selection tools and techniques.
- Considerable knowledge of the principles and practices of modern library systems and programs.
- Working knowledge of equipment and facilities required in a comprehensive library system.
- Working knowledge of the principles and practices of office management, work organization and supervision.
- Working knowledge of equipment and facilities required in a comprehensive library system.
- Skill in operation of computers, peripheral computer devices and hardware, standard office equipment and specialized library services equipment.
- Skill in using word processing, spreadsheet, data base and website management software.
- Ability to accurately classify and catalog library materials.
- Ability to analyze and utilize a variety of reports and records.
- Ability to communicate effectively, verbally and in writing. Bilingual ability preferred.
- Ability to establish and maintain positive and cooperative working relationships with patrons, City staff, other agencies, and the general public.

TOOLS AND EQUIPMENT USED

Library computer system; personal computer and peripheral equipment, electronic reference resources; various types of audio/visual equipment, standard library and office equipment, communication devices and City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally moderate with occasional loud outbursts.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision History: September 2009, July 2006, August 2002